



JOB DESCRIPTION

Artist in Residence Intern (*Part-Time, Seasonal*)

Reports To: Artist in Residence Coordinator

FLSA Status: Non-Exempt

Updated: April 30, 2024

Hours, Attendance & In-Person/Remote/Hybrid Expectations

Hours/week: 24 hours/week

Typical hours/Shifts: July 2 through August 2, Tuesday through Friday, 9 am to 3 pm. Occasional evenings and weekends as needed. AIR Interns are expected to attend a series of Spring workshops on Saturdays to prepare them for the Summer Intensive.

In-Person/Remote/Hybrid Expectations: Fully in-person

Position Description:

Each year, a Boston-based artist engages across the Eliot School's programs to create work around a chosen theme. AIR Interns work with this Artist in Residence (AIR) in a process of collaborative design, art making, and community engagement. During the summer of 2024, AIR Interns will support the 2024 Artist in Residence, Alejandra Cuadra, on a collaborative project that explores themes of home, displacement, and identity.

This internship is an opportunity for young artists to grow their skills, learn new media, and contribute to a significant art project in collaboration with a professional artist and other passionate teen artists. This is a 24-hour per week commitment for a total of 5 weeks during the summer. Artist in Residence Interns are also expected to attend a series of workshops in the Spring of 2024, as well as gallery events after the end of the intensive.

Overall, they support the Eliot School's [mission, values, welcoming commitment, and strategic plan](#).

The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking ourselves: How do all parts of our school enact our mission to inspire lifelong learning in craft and creativity for all? This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.

Essential Duties & Responsibilities

- **Artistic creation and growth:**
 - Take responsibility for planning, designing, and creating individual art pieces around the themes of the residency and informed by conversations with collaborating artists and community members
 - Collaboratively plan and create art pieces alongside the Artist in Residence and other teen artists

- Collaborate on the installation and presentation of a gallery exhibition at Piano Craft Gallery
- Assist with documentation of the project through photography
- **Community Engagement:**
 - Learn community engagement and facilitation skills and assist in facilitating arts workshops for community members
 - Take leadership roles in discussions, elicit critical feedback, and motivate and encourage peers
- **Public speaking**
 - Learn public speaking skills and present artwork at gallery events
- **Care of community space**
 - Help with set-up, clean-up, and collective care of studio space
 - Contribute ideas and knowledge to evaluations of the program

Other Duties & Responsibilities

Performs other duties as assigned.

Qualifications

- Eligible for the SuccessLink program:
 - Between 14 and 18 years old at start date of the Summer Intensive
 - City of Boston Resident
 - Authorized to work in the United States

Required Skills & Abilities

- Passionate about visual art and using visual art as a tool for positive impact on communities
- Demonstrate a positive attitude, growth mindset, flexibility, patience, and self-motivation
- Exhibit a desire to improve personal, professional, art, and leadership skills
- Reliable and timely, able to travel to the Jamaica Plain neighborhood in Boston and to consistently attend program throughout the Spring workshops and Summer Intensive.

Physical Demands & Work Environmental Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work in person at Eliot School facilities in Jamaica Plain, MA, and attend other Boston sites in person.
- Interact with multiple individuals in public and other settings.
- Lift and carry items weighing up to 10 lbs. at times.
- Sit for long periods of time.
- Use repetitive wrist and hand motions involved in art-making.
- Push or position furniture and amenities (e.g., slide projector) in a classroom or event space.
- Climb 1 to 3 flights of stairs.
- Walk over uneven terrain such as the Eliot Schoolyard.
- Travel to partner sites and other work-related locations.

Environmental factors include:

- LED lighting
- Shared workspace with other employees.
- Forced air heating (in Annex) and/or radiator heat (in Schoolhouse).
- Limited air conditioning.
- Efforts can be made to limit scented cleaning products, upon written request.

Pay & Benefits

Hourly rate: \$15 per hour during Summer Intensive.

All Eliot School employees are eligible to enroll in our retirement plan. Employees working at least 30 hours per week accrue sick time at a rate of 1 hour per 30 hours worked with an annual maximum of 40 hours. These are seasonal positions that are ineligible for insurance coverage or vacation and holiday time.

To apply: Please send an email to Emma at egreen@eliotsschool.org with your resumé attached in PDF or Microsoft Word format and a statement of interest that includes:

- Why you're interested in this opportunity
- Past experience you have making art or working with community members
- Your availability for the Spring Workshops and Summer Intensive dates

The priority deadline for applications is **May 5th**.